

NORTH DAKOTA ARMY NATIONAL GUARD FULLTIME NATIONAL GUARD OPERATIONAL SUPPORT (FTNGDOS) TOUR ANNOUNCEMENT

ANNOUNCEMENT NUMBER: FTNGDOS-19-04 **OPENING DATE:** 3 Oct 18 **CLOSING DATE:** 31 Aug 19

POSITION TITLE: Recruiter Aide

MOS: Immaterial

MAX GRADE: E-6

DUTY LOCATION: Recruiting & Retention BN, North Dakota

SELECTING OFFICIAL: MAJ Justin Wilz

LENGTH OF TOUR: Date of hire thru 30 September 2019

AREA OF CONSIDERATION: North Dakota Army National Guard members in the grades of E-3 thru E-6.

HOW TO APPLY: Applicants must forward the documents listed below to arrive in the Human Resource Office (HRO) no later than 1600 hours on the closing date indicated above. Documents must be scanned in the order as listed below and emailed to ng.nd.ndarng.list.j1-agrm@mail.mil Subject line of the email must include the announcement number and the applicant's name.

DOCUMENTS REQUIRED:

- ARNG Format 1058-R (must be signed by the applicant, Commander & Records Custodian)
- Initial Counseling Form (must be signed)
- Individual Training Record: printout from ATMS (DTMS); must show successful completion of APFT and HT/WT within the past **6 months**.
- Individual Medical Readiness (IMR) (printed from MEDPROS)
- DA Form 3349 (Profile) (if applicable)
- NGB Form 23B (printout from RCAS)
- Personal Qualification Record (PQR) (printout from RCAS)
- Orders Query (printout from Clipboard)
- Enlisted Record Brief (ERB)
- Technician Supervisor Approval Form (only applicable if applicant is a Technician)

Recruiter Aide

DUTIES AND RESPONSIBILITIES:

- Assistant for multiple Recruiters and works under the supervision of the Area NCOIC.
- Responsible for enlisted accessions from area.
- Provide experience and expertise to the recruitment of applicants to process into the NDARNG.
- Assists with local recruiting events, transportation of applicants to MEPS, packet preparation, integration into the RTC, table set ups, career fairs.
- Other duties as assigned.
- Position is temporary and dependent upon funding availability.
- Overnight travel is expected.
- Hours will vary and depend on mission accomplishment.
- Position will be used to test the knowledge of the Recruiter Aide for possible full time employment as a Recruiter.

ELIGIBILITY REQUIREMENTS:

- Must be a current member of the North Dakota Army National Guard (NDARNG).
- Knowledge of applicable military regulations, policies, and directives
- Ability to communicate clearly and effectively.
- Must be capable of working independently with little supervision.
- Should possess adequate computer skills.
- Must have current physical and meet height and weight standards.
- Must have a passing APFT and HT/WT within 6 months.

The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability. Pre-selection is not only counter-productive to effective recruitment and placement but also violates North Dakota National Guard merit placement principles and will not be tolerated. If you have information or questions regarding this issue, please contact the HRO at 701-333-3369.